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SERIES I No. 46

# OFFICIAL GAZETTE



## GOVERNMENT OF GOA

*Note: There is one Extraordinary issue to the Official Gazette Series I No. 45 dated 3-2-2005 namely, Extraordinary dated 4-2-2005 from pages 1223 to 1224 regarding Notifications from Department of Town and Country Planning.*

### GOVERNMENT OF GOA

Department of Education, Art & Culture

Directorate of Education

#### Order

13/82/98/DE/AE(PART)/600

The matter regarding extension of the pattern of assistance for assessment and release of maintenance grants as in cases of Aided High Schools to Special Schools was under consideration of the Government for some time past. In this context the Government has formulated a scheme entitled "Scheme for Education of Children with Special Needs". The said scheme has been approved by the Cabinet in the Cabinet meeting held on 15-12-2004. A copy of the scheme is appended at Appendix-I. The Government is now pleased to extend the pattern of assistance prescribed for Aided High Schools under Order No. ACAD/MISC-15-88/GIA/781 dated 29th August, 1997 also to recognized Special Schools. Copy of the order dated 29th August, 1997 is appended at Appendix-II. All schemes which are applicable to aided regular schools shall now be applicable mutatis mutandis to special schools.

Assistance shall also be available with prior approval of Director of Education on actual basis for early detection and identification, purchase of aids and appliances, construction of resource room, human resource development in the area of special

education, purchase of raw materials and equipment for vocational training, production/purchase of teaching material, assessment and removal of architectural barriers. This financial assistance will be provided to special schools as follows: A one time grant of maximum of Rs. 5.00 lakhs shall be released in appropriate number of installments and subject to actual expenditure and need as assessed by the Directorate of Education, to be spent within three years on receipt of grant. The equipment/material indicated in Appendix - III shall be permitted amongst such other items.

This order shall take effect from 7-6-2004.

The special schools/institutions desirous of availing any of the above mentioned grants shall send their applications in the prescribed format enclosed at Appendix-IV.

In order to be eligible for the said financial assistance, special schools/non-Government organizations should:—

(1) Have a proper Constitution of Articles of Association as required under Society Registration Act.

(2) Have a properly constituted managing body with its powers and duties clearly defined in a Constitution.

(3) Be in position to secure involvement, on voluntary basis, of knowledgeable persons for the furtherance of their programme.

(4) Not discriminate against any person or group of persons on the grounds of sex/caste/creed.

(5) Not be engaged in the profit of any individual or body of individuals.

(6) Have been in existence for three years. However this can be relaxed by the Government.

Conditions of grant to special schools/non - Government organizations shall include the following:—

(i) The grant receiving agency shall require to execute a bond in the prescribed form (Appendix V).

(ii) An agency/institution in receipt of financial assistance shall be open for inspection by the concerned officer of the Education Department.

(iii) The accounts of the scheme shall be maintained properly and separately. The said accounts shall be submitted as and when required. The accounts so maintained shall be open to check by an officer deputed by the State Government and shall also be open to a test check by the internal and external audit.

(iv) The audited accounts together with utilization certificate in the prescribed form duly countersigned by the Chartered Accountant shall require to be furnished by the recipient institution/agency within six months in respect of preceding year or after expiry of the duration for which grant is approved.

(v) The agency/institution shall maintain a record of all the assets acquired wholly or substantially out of Government grant and maintain a register of such assets in the prescribed proforma. Such assets shall not be disposed of encumbered or utilized for the purpose other than those for which the grant was given, without prior sanction of the State Government. Should the agency/institution ceases to exist at any time, such properties shall vest into the Government.

(vi) When the State Government has reasons to believe that the sanctioned money is not being utilized for the approved purpose, the payment of grant shall be stopped and the earlier grants shall be recovered.

(vii) The beneficiary institution/agency shall exercise reasonable economy in the working of the approved project.

(viii) The grantee agency/institution shall furnish to the Director of Education such reports as may be prescribed time to time.

(ix) The release of Grants shall be subject to the financial rules.

(x) The decision of the Secretary Education, to the Government of Goa on the question as to whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the grantee institution/agency.

A format for monitoring the progress of the project shall be prescribed at the time of the sanction depending upon the nature of the project. The institution/agency shall submit the project reports every quarter in the prescribed format to the Director of Education.

The decision of extension of pattern of assistance for assessment and release of maintenance grant has the concurrence of Finance Department vide U. O. No. 3842 dated 5-11-2004.

By order and in the name of Governor of Goa.

Ashok N. P. Desai, Director of Education and ex officio Joint Secretary.

Panaji, 28th January, 2005.

Encl: Appendixes — I, II, III, IV and V.

To,  
All recognized special schools.

#### APPENDIX — I

##### Scheme for Education of Children with special needs

**Introduction.**— The State of Goa is striving to achieve universalisation of elementary education and has ensured near 100% coverage in terms of enrollment of children. However, a small section of about 1000 under-privileged children with special needs has been left out due to the lack of a properly targeted scheme. The existing schooling structure and pattern of assistance do not take care of Children with Special Needs. Even though certain NGOs have been consistently making efforts to provide appropriate education to this section of population, these efforts are not adequate to address the magnitude and complexity of the problem without the positive intervention of the State. In view of ensuring the welfare of all the sections of society, Government has decided to formulate a scheme to educate Children With Special Needs.

**Aims and Objectives.**— The main objective of the scheme is to provide opportunities to Children With Special Needs who can be broadly classified as follows:—

- (i) Mentally Challenged
- (ii) Slow Learner/Learning disabled
- (iii) Autistic child
- (iv) Hearing and speech impaired
- (v) Orthopaedically handicapped including polio and accident cases.
- (vi) Visually impaired.
- (vii) Any other type as per declaration by DIRECTOR OF EDUCATION under this Scheme.

The Scheme for Education of Children With Special Needs is intended to provide a better educational environment to such children by providing them Individual Assistance and also by awarding Financial Grants to Special Schools and Regular Schools as an Incentive and for upgrading and enhancing educational facilities for students with special needs. The individual assistance to students is meant to assist the families of such children and to remove any financial hardship such families face on account of disability of the children. The Grant component is meant for vocational training, counselling for parents, early detection and identification, formal and functional assessment by specialized agencies, building of necessary infrastructure in special as well as selected schools providing integrated education, removal of architectural barriers, development of resource rooms, development of parent support groups, production/purchase of aids and appliances as well as teaching material and assistance towards hostel facilities.

Children With Special Needs may be adjusted in Special Schools or Regular/Normal schools as per feasibility. If Children With Special Needs are absorbed and retained in the regular school system, such an act will help boost their morale which in turn will help in overcoming disabilities and in the overall development of their personalities, and as such the same should be encouraged.

**Components of the Scheme.**— Keeping in view the above aims and objectives, the scheme has two allied components. The scheme will be implemented on a long-term basis with 100% need-based assistance from the State Government. The two components are as follows:—

(i) Assistance to the Child With Special Needs directly or through the school.

(ii) Assistance to the institutions running Special Schools for Children With Special Needs as also Regular Schools giving integrated education.

**Implementing agency.**— The scheme will be implemented by the Department of Education, which shall consult the Department of Social Welfare as and when required. Deputy Director of Education (Adult Education) shall be the nodal officer in the Directorate of Education to deal with matters connected with Children with Special Needs including this scheme.

**Scope.**— The scope of the scheme includes pre-school training for Children with Special Needs, counselling for parents, early detection and identification with the help of health units of the Government/NGOs, formal and functional assessment by a specialized Group/Committee comprising of a doctor, a psychologist and a special educator/NGO, building of necessary infrastructure in special as well as selected schools providing integrated education, removal of architectural barriers, development of manpower in terms of resource persons, special teachers and teacher educators, development of parent support groups, production/purchase of aids and appliances as well as teaching material and assistance towards hostel facilities.

The education to Children with Special Needs shall continue up to the age of 21 and may continue up to the age of 35 in some cases, with the approval of the Government. (For the purpose of claiming Govt. grants/Aid only) There shall be no minimum age limit for the admission of children into special schools as in the case of normal schools.

A special school should have the strength of at least 20 Children with Special Needs. However Government in deserving cases may relax the number to become eligible for availing the benefits under the scheme. There would be no such limit of children in case of regular schools where the School Education Act (1984) will be the deciding factor. The Government would encourage selected regular schools having adequate manpower and infrastructure for integrated education, for availing grants so as to avoid the scattering of the resources in this area.

A Child with Special Needs, who is a recipient of any other scholarship/assistance under any State Government or Central Government scheme relating to disability, will be eligible to receive benefits under this scheme to the extent of

difference only. For the purpose of this clause scholarship/assistance granted for reasons other than the disability shall not be taken into consideration.

The scope of the scheme shall also include any other training or activity or benefit as declared by Director of Education from time to time by notification with due approval of the Government.

*Procedure for implementation.*— The scheme will be implemented through regular as well as special schools. A regular school may admit a Child with Special Needs if the nature and extent of disabilities permit inclusive education to him/her. The Director of Education shall be the Nodal Agency to certify the child as eligible for benefit in the case of regular schools. This role may be performed with the assistance of a standing expert committee consisting of a doctor, a psychologist and a special educator if required. The committee in consultation with special schools, shall also make periodical assessment of the communication and functional skills acquired by Children with Special Needs in the special schools and would recommend a Child with Special Needs for integration in the regular school if found fit. Special Schools shall normally deal with children with complex disabilities. Any child admitted in an institution running a special school shall be automatically eligible for the individual benefits. The scheme would however not prevent special schools from admitting children with physical disabilities who could otherwise have been admitted in regular schools. The endeavour of special schools shall always be to place Children with Special Needs in regular schools after they acquire the communication and the daily living skills at the functional level. In the beginning, the institutions running special schools would be eligible for grants subject to meeting the criteria of the strength of children and recognition by the Director of Education. In due course of time, the Government may frame guidelines and amend the School Education Act (1984) and Rules framed thereunder to provide for the recognition of the regular schools identified for integrated education as also special schools. Relaxation and innovation in the areas of age for admission, methods of teaching, assessment, evaluation and examination of Children with Special Needs would be permitted by Director of Education so as to create an amiable environment for Children with Special Needs.

The following assistance shall be available under the first component of the scheme and given to

Children with Special Needs/parents through the institutions:—

(i) Grant of Rs. 500/- per annum on books and other stationery per child.

(ii) Fixed amount of Rs. 800/- per annum per child for uniform.

(iii) Travelling allowance of Rs. 200/- per month per child.

(iv) Actual expenses on equipment required for facilitating the child's education up to maximum of Rs. 5000/- once in 3 years per child (to be given in the first year).

(v) Escort allowance of Rs. 200/- per month per child, subject to attendance of 60% in the month.

The following assistance shall be available under the second component of the scheme and shall be given to the institutions:—

(i) Incentive of Rs. 300/- (for attendance  $\geq 60\%$ ) or Rs. 200/- (for attendance  $\geq 45\%$  but  $< 60\%$ ) per month per child to the school-giving education for a maximum of 10 months of each academic year. (Applicable to both regular and special schools)

(ii) All other schemes, which are applicable to regular/normal schools, will be applicable to special schools.

(iii) Further one time assistance shall also be available with prior approval of DIRECTOR OF EDUCATION on actual basis for early detection and identification, purchase of aids and appliances, construction of resource room, human resource development in the area of special education, purchase of raw material and equipment for vocational training, production/purchase of teaching material, assessment, removal of architectural barriers.

The institutions desirous of implementing this scheme shall send their applications in the prescribed format at Annexure I.

In order to be eligible for financial assistance, Non-Government Organisations should:—

(1) Have a proper Constitution of Articles of Association as required under Society Registration Act.

(2) Have a properly constituted managing body with its powers and duties clearly defined in a Constitution.

(3) Be in position to secure involvement, on voluntary basis, of knowledgeable persons for the furtherance of their programme.

(4) Not discriminate against any person or group of persons on the grounds of sex/caste/creed.

(5) Not be engaged in the profit of any individual or body of individuals.

(6) Have been in existence for three years. However this can be relaxed by the Government.

**Conditions of Grant to Non-government Organisations shall include the following:—**

(i) The grant receiving agency will be required to execute a bond in the prescribed form (Annexure II).

(ii) An agency in receipt of financial assistance shall be open to inspection by an officer of the Education Department.

(iii) The accounts of the scheme shall be maintained properly and separately submitted as and when required. They should be open to check by an officer deputed by the State Government. They shall also be open to a test check by the internal and external audit.

(iv) The audited accounts together with utilization certificate in the prescribed form duly countersigned by the Chartered Accountant are required to be furnished within six months in respect of preceding year or after expiry of the duration for which grant is approved.

(v) The agency shall maintain a record of all the assets acquired wholly or substantially out of Government grant and maintain a register of such assets in the prescribed proforma. Such assets shall not be disposed of encumbered or utilized for the purpose other than those for which the grant was given, without prior sanction of the State Government. Should the agency cease to exist at any time, such properties shall revert to the Government.

(vi) When the State Government has reasons to believe that the sanctioned money is not being utilized for the approved purpose, the payment

of grant may be stopped and the earlier grants recovered.

(vii) The institution must exercise reasonable economy in the working of the approved project.

(viii) The grantee agency shall furnish the Director of Education with such reports as may be prescribed.

(ix) The release of Grant shall be subject to the financial rules.

(x) The decision of the Secretary to the Government of Goa on the question whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the grantee.

**Evaluation and Monitoring.**— A format for monitoring the progress of the project will be prescribed at the time of the sanction depending upon the nature of the project. The voluntary agency shall submit the project reports every quarter in the prescribed format to the Director of Education.

**Qualifications, Emoluments and Scale of Strength for staff.**— The qualifications for teachers in a special school/regular school giving integrated education shall be as follows:—

—For Higher Secondary level- Postgraduate with B.Ed. (Special Education) or at least one year course of special training in the field of one disability or multiple disability from RCI/NUH/NIMH/RCE, Department of Education of University/DIET.

—For High School/Middle school level- Graduate with B.Ed. (Special Education) or at least one year course of special training in the field of one disability or multiple disability from RCI/NIH/NIMH/RCE, Department of Education of University/DIET.

—For Primary level HSSC with at least one year course of special training in the field of one disability or multiple disability from RCI/NIH/NIMH/RCE, Department of Education of University/DIET.

Teachers working in the field of disability should be registered with Rehabilitation Council of India. The teachers in Special Schools shall receive the same pay as their counterpart in the regular/normal schools.

Director of Education from time to time by way of Recruitment Rules may notify their qualification requirements, pay scales and training specification.

The teacher-pupil ratio in the school giving education to Children With Special Needs shall normally be 1:8. However in exceptional cases of severe disability a ratio of 1:4 may be permitted with the approval of Department of Education on case to case basis. This will apply to a small section of students and the ratio of 1:8 shall be maintained for the balance children. The helper (ayah)-student ratio shall be 1:30 for moderate disability and 1:10 for severe disability. The selected regular school giving integrated education shall have at least one special teacher having multi-disability training.

In case qualified special education teachers are not available, teachers with short term training courses or adequate experience may be appointed on temporary basis, with the condition that they shall obtain the requisite qualification within five years of their appointment failing which their services shall be terminated. Special allowance and scales for these teachers will be admissible only after obtaining the prescribed qualifications. Until then they shall be treated on par with primary teachers for the purpose of pay. In the case of existing teachers who do not possess the qualifications as prescribed by the Recruitment Rules, the Director of Education may relax the same if the concerned teacher has outstanding aptitude and experience of not less than 5 years and grant approval for the appointment.

**Training of Special Teachers.**— Principal of DIET/special schools/selected schools with integrated education facility may seek guidance

from RCI/NIH/NIMH/RCE for various pre-service and in-service training courses for teachers and other special staff/personnel. The facilities for training of special teachers are available in the Regional College of Education, Training centres being run by the National institute for the Handicapped, Special Education Department of Universities and selected Colleges for Education etc. Principal of D.I.E.T. and heads of special schools/selected schools with integrated education facility may organize short-term teacher training courses by calling resource persons from the RCI/NCERT/NIHC/RCE. The expenditure on these short term courses shall be borne by the Government. They may also send the special education teachers on their roll to the above institutes of national repute for short term courses/special training. However the participant will not be eligible for TA/DA etc. except paid leave to participate in the program. DIET shall also create in-house facilities for the training of special teachers.

**Instructional Material.**— Availability of requisite teaching/learning material for Children with Special Needs is vital for the successful implementation of the scheme. Financial assistance under this scheme will be provided to special schools for the purchase/production/translation (Konkani/Marathi) teaching/learning material for Children with Special Needs and also for the purchase of aids/equipment required by them. Special Schools will seek guidance from RCI/NCERT/NIHC/NIMH/RCE/IET for the teaching material/media, teaching aid to be sponsored under the scheme. The following equipments/material shall inter alia be permitted under the scheme:—

### Disability-wise Inventory of Equipment and Material Required for the Resource Room

#### Aids and equipments

Disability	Individual	Sharing within school	Sharing amongst schools	Instructional material
Orthopaedic	Adjustable furniture, special writing, thick pen	Adjustable furniture, provision for development of improvised prosthetics		
Visually impaired Blind	Braille slate and stylus Abacus, Taylor frame mobility canes	Braille, Abacus, Taylor frame Cassette and talking books, maps, recreational materials	Braille Sheets thermoform machine Indu Braille, maintenance services for Braille, embossed recreational materials	Braille textbooks, material on cassette and talking



Disability	Individual	Sharing within school	Sharing amongst school	Instructional material
Partially sighted and low-vision children	Special adaptive equipment like hand magnifiers to be used with spectacles, portable reading lamps	Specially designed desks with adjustable magnifiers like white boards in place of black boards	Special arrangements for Large print materials	Large print materials like flash charts, educational games, handouts of classroom activities
Hearing impaired	Individual hearing aids	Voice trainer, mirror in size of 3' x 6' for speech therapy, big mirrors 10 x 6 in each classroom, group hearing aids, cells for hearing aids	Audiometer Voice trainer maintenance facilities for hearing aids	Special learning materials like flash charts, educational games, handouts of classroom activities
Mentally challenged		Sensory apparatus and kits prepared on the lines of Maria Montessori kits of produced by NCERT for Early childhood Education Program		Material written on a lower reading level than average
Autistic	Flash Cards, Books about Basic self help skills with pictures	Occupational therapy, Speech therapy	Computer soft-ware with specific emphasis on language problems	Large Printing material

The scheme ensures a one time grant of a maximum of Rs. 5.00 lakhs to be released in appropriate number of installments and subject to actual expenditure and need as assessed by the Department of Education to be spent within three years on receipt of grant.

**Medium of Instruction.**— Instruction shall be in a medium/language best suited to the learning needs of the children.

#### ANNEXURE — I

##### Application Format for Financial Assistance under the Scheme

**Part I General Information.**— (a) Name of the Agency.

(b) Its objects and activities (give brief history).

(c) Whether registered under Indian Societies Registration Act 1860 (Act XXI of 1860), public trust or non-profit making company? Give number and attach copy of the relevant document.

(d) Whether the organization has any experience in education of the handicapped. If so, a brief mention may be made indicating the type, size, and location of the programme organized.

(e) Whether the office of the organization is located in its own or in a rented building?

**Part II Existing Programmes.**— (a) Number of schools covered.

(b) Number of children covered disability-wise and estimated. Expenditure on stipends to various categories of children (Give calculation sheet).

(i) Mentally Challenged.

(ii) Slow Learner/Learning disabled.

(iii) Autistic child.

(iv) Hearing and Speech impaired.

(v) Orthopaedically handicapped including polio and accident cases.

(vi) Visually impaired.

(c) Number of special teachers and estimated expenditure thereon (Give calculation sheet).

(d) Number of helpers and expenditure there on (Give calculation sheet)

(e) Number of children living in hostels and expenditure thereon (Give calculation sheet).

*Part III New Programmes.*— (a) Number of schools proposed to be covered.

(b) Number of children proposed to be covered disability-wise and estimated expenditure on stipends to various categories of children (Give calculation sheet);

(c) Number of special teachers proposed to be appointed and estimated expenditure there on (Give calculation sheet);

(d) Number of helpers proposed to be appointed and estimated expenditure there on (Give calculation sheet);

(e) Number of children proposed to join hostel and estimated expenditure there on (Give calculation sheet).

*Part IV Other items of Expenditure.*— Training of teachers/others with full details;

(a) Resource room/aids and equipments with full details;

(b) Assessment of children with full details;

(c) Preparation of instructional materials with full details;

(d) Removal of architectural barriers with full details;

(e) Survey with full details;

(f) Other items.

## ANNEXURE II

### BOND

1. KNOW ALL MEN BY THESE PRESENTS THAT WE the ..... an Association registered under the Societies Registration Act 1860 (Act XXI of 1860) and having its office ..... in the State of ..... (hereinafter called the Obligors are held and firmly bound to the Governor of Goa (hereinafter called the Government) in the sum of Rs. .... (Rupees ..... only) well and truly to be paid to the Governor on Demand and without a demur for which payment we bind ourselves and our successors and assigns by these presents.

2. SIGNED this ..... day of ..... in the year Two thousand .....

3. Whereas on the Obligors' request, the Government has as per Director of Education's letter ..... dated ..... (hereinafter referred to as the 'Letter of Sanction' which forms and integral part of these presents and a copy whereof is annexed hereto as Annexure A) agreed to make in favour of Obligors a grant of Rs. .... (Rupees ..... only) out of which Rs. .... have already been received by the Obligors on condition of the Obligors executing a bond in the term and manner contained hereinafter and which the Obligors have agreed to do.

4. Now the condition of the above written obligation is that if the Obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction the above written bond or obligation shall be void and of no effect. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent the Obligors agree to refund the unspent balance along with interest at the rate of 6% per annum unless it is agreed to be carried over.

5. The Society/Trust agree and undertake to surrender/pay to Government the value of all such pecuniary or other benefits which it may receive or derive/have received or derived through and unauthorized use such as letting the premises for adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grant was intended of the property / building created/acquired/constructed largely from out of Government Grant. The decision of the Secretary Education, Government of Goa as regards the monetary value afore-mentioned to be surrendered/paid to the Government will be final and binding on the Society/Trust.

6. And these presents also witness that.— (i) The decision of the Secretary Education Government of Goa on the question whether there has been breach of or violation of any of the terms or conditions mentioned in the sanctioned letter shall be final and binding on these presents.

(ii) The Government shall bear the stamp duty payable on these presents.

7. In witness whereof these presents have been executed as under on behalf the Obligors the day herein above written in pursuance of the Resolution No. .... dated ..... passed by the Governing Body of the Obligors, a



copy whereof is annexed hereto as Annexure B, and by Director of Education for and on behalf of the President of India on the date appearing below:—

Signed for and on behalf of \_\_\_\_\_

(Name of the Obligor Association)

in the presence of \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

Witness' Name and Address \_\_\_\_\_

accepted for and on behalf of the Governor of Goa

Witness \_\_\_\_\_

### Order

ACAD/MISC-15/88/GIA/781

### APPENDIX - II

The Pattern of Assistance for Aided High Schools was last sanctioned in the year 1972. There was a constant demand from Aided Schools to revise the same in view of general increase in cost and changing needs of education. Therefore, the question of laying down the revised pattern of Assistance for assessment and release of maintenance grants to the Aided High Schools was under consideration of the Government for some time past. The Government is now pleased to sanction the following revised grant-in-aid formula in place of the existing formula.

#### Subject to availability of Funds:—

1. Salary : 100% expenditure on salaries including leave salaries of teaching and non-teaching staff.

(a) Regular Posts.

(b) Temporary Posts on substitute basis.

(c) Re-employment.

(d) Extension in service (appointed as per the approval of the Department of Education).

2. Non-salary grants : (I) Rent on buildings  
(II) Cost of Furniture, Books, Equipment.  
(III) Office contingencies and Miscellaneous.

Non-Salary grant will be 10% of salary as reflected in Receipt and Payment Account of actual expenditure incurred on admissible items whichever is less.

This is further subject to the condition that the Grand-in-aid to be paid should not exceed the approved expenditure of previous year by more than 5%. (Explanation:—The term 'Previous year' means preceeding year of the year for which the grant is being released).

The payment of non salary grant will be on reimburseable basis based on expenditure incurred on previous year as reflected in the Audited statement of Accounts.

Term fees and pupil Funds have to be collected by the school Managements from the students at the rate prescribed by the Government from time to time. Otherwise notional collection of fees will be worked out on this account and non-salary grants would be reduced to that extent.

A detailed list of admissible items of expenditure on which expenditure incurred by the Aided High Schools will be admissible for the purpose of non-salary grants is at Annexure 'A' and schedule. The list of inadmissible items is at Annexure 'B'.

Non-Salary grant will be released in two instalments. 1st instalment will be released in August every year. The second instalment will be released in January every year provided the Audited Statements are received in this office by 30th September.

This revision is only Ad hoc and is effective from 1-4-1997. This will be further reviewed after the Fifth Pay Commission Scales are made applicable to Aided Schools.

This issues with the concurrence of Finance Department vide their U.O. No.FS/1423 dated 17-7-97.

This supersedes Order No.DE/GIA/17/Rev.PAT./M.G./73 dated 20th June, 1974 alongwith all its annexures.

By order and in the name of Governor of Goa.

Suman Pednekar, Director of Education and ex officio Joint Secretary,  
Panaji, 29th August, 1997.

Encl: Annexure 'A' & 'B'.

To,  
All Aided middle/High Schools.

as visible to ANNEXURE - A  
 List of Admissible items of expenditure for the purpose of

### NON-SALARY GRANT IN AID

**I. Rent.**—(a) Reasonable rent for rented school building is admissible for grant-in-aid provided certificate regarding reasonableness is obtained from the P.W.D. and the rent is actually paid. Rent certificate issued by P.W.D. will be reviewed after every five years.

(b) Portion of the building covered by building grant sanctioned by Government will not be held admissible for rent where as school is located in a building owned by the Society or Trust which runs a school. Rent based on the area and the cost of the building as certified by the P.W.D. as reasonable shall be held admissible for grant provided the management has to utilize the rent so received for repayment of loan and interest, for construction of the building (if any) and maintenance of the said building.

**II. Furniture, Books, Equipment.**— 1. Furniture and fittings

2. Library books.

3. Laboratory equipments.

4. Audio-Visual equipments.

5. Teaching aids.

6. Physical education equipments.

7. Office equipments.

8. Musical equipment and stage material.

9. Electrical fixtures.

95% of the actual expenditure incurred on the admissible items as per the schedule.

Purchase procedure as laid down in General Financial Rules for Government Departments should be followed.

### III. Office contingencies and Miscellaneous.—

1. Printing and Stationery.
2. Laboratory consumables.
3. Repairs and maintenance of furniture and equipments.
4. Seminars and refresher courses, Educational conference, tours, orientation courses.
5. Registration fees.

6. Advertisement expenses.
7. Postage, Telegrams and Telephone.
8. Electricity charges.
9. Water charges.
10. Audit fees.
11. Bank Commission and collection charges.
12. Examination expenses.
13. Newspapers, educational magazines and periodicals.
14. Annual school gathering and sports.
15. All school functions and competition.
16. School garden expenses.
17. Purchases of prizes, shields and certificates.
18. Uniforms for class IV employees.
19. Insurance of equipments.
20. Reasonable expenditure on refreshments.
21. Uniforms for Junior Redcross and Scouts & Guides Instructors.
22. School magazines and wall papers.
23. School games and competitions.
24. Consumables for works and optional subjects.
25. T.A./D.A. as per rules for staff.
26. Internet connections.

100% of actual expenditure incurred.

### ANNEXURE - B

List of inadmissible items for grant in Aid for non-Government Aided Secondary Schools

1. Notice pay and compensation.— Expenditure incurred by the management on payment of compensation salary in lieu of Notice period is not admissible for purpose of grant except in case where the discharge of the teacher is at the instance of Government.
2. The expenditure on account of Municipal taxes and Insurance charges in respect of rented building;
3. Charges on account of the certificate issued by the P.W.D. for valuation of the school building;
4. Expenditure on repairs of the building for which rent is claimed as the same is required to be done by the Landlord;
5. Legal expenses incurred by the school;
6. The expenditure of any previous period incurred, claimed subsequently and included in the expenditure of the year on which grant is based;

7. Expenditure incurred on religious instructions;

8. Expenditure on installation and electric fittings incase of rented building;

9. Expenditure incurred on Medical examination of pupils,

10. Expenditure incurred on payment of Travelling Allowances to the teachers on account of his transfer from one school to another school run by the same Management.

#### SCHEDULE

Admissible items of expenditure under furniture, books and equipments

1. Library books for teachers and students and office.
2. Teaching aids including video cassettes on educational topics, blank cassettes for recording.
3. Laboratory equipments including gas cylinders, burners and accessories.
4. All types of sports equipments and material included in syllabus.
5. Furniture required for office, staff room, class-room, Headmaster's office, Laboratory, Library, Sports-room, teaching aid room, subject rooms, audio visual rooms, computer rooms, reading room, school hall etc.
6. Fencing poles, barbed wires, water pump, tools etc. required for school garden.
7. Fans and electric fixtures.
8. Musical equipments and stage material.
9. Typewriter in Roman and Devnagari script, intercom, cyclostyling machine, public address system, xerox machine.
10. Audio visual- T. V., V. C. R./V. C. P., radio and tape recorder, computer peripherals, over Head Projector.
11. Miscellaneous — water cooler, bicycle, window curtains, table cloths, venitian blinds. All types of equipments required for work experience and optional subjects approved by Goa Board and Department of Education.
12. Equipments for Art and Culture and Craft.
13. Computers.

#### APPENDIX - III

#### Disability-wise Inventory of Equipment and Material Required for the Resource Room

##### Aids and equipments

Disability	Individual	Sharing within school	Sharing amongst school	Instructional material
Orthopaedic	Adjustable furniture, special writing, thick pen	Adjustable furniture, provision for development of improvised prosthetics		
Visually impaired Blind	Braille slate and stylus Abacus. Taylor frame mobility canes	Braille, Abacus, Taylor frame Cassette and talking books, maps, recreational materials	Braille Sheets thermoform machine Indu Braille, maintenance services for Braille, embossed recreational materials	Braille textbooks, material on cassette and talking
Partially sighted and low vision children	Special adaptive equipment like hand magnifiers to be used with spectacles, portable reading lamps	Specially designed desks with adjustable magnifiers white boards in place of black boards	Special arrangements for producing Large print materials	Large print materials
Hearing impaired	Individual hearing aids	Voice trainer, mirror in size of 3' x 6' for speech therapy, big mirrors 10 x 6 in each classroom, group hearing aids, cells for hearing aids	Audiometer Voice trainer maintenance facilities for hearing aids	Special learning materials like flash charts, educational games, handouts of classroom activities

Disability	Individual	Sharing within school	Sharing amongst school	Instructional material
Mentally challenged		Sensory apparatus and kits prepared on the lines of Maria Montessori kits of produced by NCERT for Early childhood Education Program		Material written on a lower reading level than average
Autistic	Flash Cards, Books about Basic self help skills with pictures	Occupational therapy, Speech therapy	Computer software with specific emphasis on language problems	Large Printing material

## APPENDIX - IV

## Application Format for Financial Assistance under the Scheme

*Part I General Information.*— (a) Name of the Agency.

(b) Its objects and activities (give brief history).

(c) Whether registered under Indian Societies Registration Act 1860 (Act XXI of 1860), public trust or non-profit making company? Give number and attach copy of the relevant document.

(d) Whether the organization has any experience in education of the handicapped. If so, a brief mention may be made indicating the type, size, and location of the programme organized.

e. Whether the office of the organization is located in its own or in a rented building?

*Part II Existing Programmes.*— (a) Number of schools covered.

(b) Number of children covered disability-wise and estimated. Expenditure on stipends to various categories of children (Give calculation sheet).

(i) Mentally Challenged.

(ii) Slow Learner/Learning disabled.

(iii) Autistic child.

(iv) Hearing and Speech impaired.

(v) Orthopaedically handicapped including polio and accident cases.

(vi) Visually impaired.

(c) Number of special teachers and estimated expenditure thereon (Give calculation sheet).

(d) Number of helpers and expenditure there on (Give calculation sheet).

(e) Number of children living in hostels and expenditure thereon (Give calculation sheet).

*Part III New Programmes.*— (a) Number of schools proposed to be covered.

(b) Number of children proposed to be covered disability-wise and estimated expenditure on stipends to various categories of children (Give calculation sheet);

(c) Number of special teachers proposed to be appointed and estimated expenditure there on (Give calculation sheet);

(d) Number of helpers proposed to be appointed and estimated expenditure there on (Give calculation sheet);

(e) Number of children proposed to join hostel and estimated expenditure there on (Give calculation sheet).

*Part IV other items of Expenditure.*— Training of teachers/others with full details;

(a) Resource room/aids and equipments with full details;

(b) Assessment of children with full details;

(c) Preparation of instructional materials with full details;

(d) Removal of architectural barriers with full details;

(e) Survey with full details;

(f) Other items.

APPENDIX - V

BOND

1. KNOW ALL MEN BY THESE PRESENTS THAT WE the ..... an Association registered under the Societies Registration Act 1860 (Act XXI of 1860) and having its office ..... in the State of ..... (hereinafter called the Obligors are held and firmly bound to the Governor of Goa (hereinafter called the Government) in the sum of Rs. .... (Rupees ..... only) well and truly to be paid to the Governor on Demand and without a demur for which payment we bind ourselves and our successors and assigns by these presents.

2. SIGNED this ..... day of ..... in the year Two thousand .....

3. Whereas on the Obligors' request, the Government has as per Director of Education's letter ..... dated ..... (hereinafter referred to as the 'Letter of Sanction' which forms and integral part of these presents and a copy whereof is annexed hereto as Annexure A) agreed to make in favour of Obligors a grant of Rs. .... (Rupees ..... only) out of which Rs. .... have already been received by the Obligors on condition of the Obligors executing a bond in the term and manner contained hereinafter and which the Obligors have agreed to do.

4. Now the condition of the above written obligation is that if the Obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction the above written bond or obligation shall be void and of no effect. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent the Obligors agree to refund the unspent balance along with interest at the rate of 6% per annum unless it is agreed to be carried over.

5. The Society/Trust agree and undertake to surrender/pay to Government the value of all such pecuniary or other benefits which it may receive or derive/have received or derived through and unauthorized use such as letting the premises for adequate or less than adequate consideration or

use of the premises for any purpose other than that for which the grant was intended of the property/ /building created/acquired/constructed largely from out of Government Grant. The decision of the Secretary Education, Government of Goa as regards the monetary value afore-mentioned to be surrendered/paid to the Government will be final and binding on the Society/Trust.

6. And these presents also witness that.— (i) The decision of the Secretary Education Government of Goa on the question whether there has been breach of or violation of any of the terms or conditions mentioned in the sanctioned letter shall be final and binding on these presents.

(ii) The Government shall bear the stamp duty payable on these presents.

7. In witness whereof these presents have been executed as under on behalf the Obligors the day herein above written in pursuance of the Resolution No. .... dated ..... passed by the Governing Body of the Obligors, a copy whereof is annexed hereto as Annexure B, and by Director of Education for and on behalf of the President of India on the date appearing below:—

Signed for and on behalf of  
(Name of the Obligor Association)  
in the presence of

1. ....  
2. ....  
Witness' Name and Address .....  
accepted for and on behalf of the Governor of Goa.  
Witness.

◆◆◆◆◆  
Department of Personnel

Order

7/1/2003-PER

Read: Order No. 7-1-2003-PER dated 30-6-2003.

Ex-post facto sanction of the Chief Secretary is hereby conveyed for extension of the temporary post of Principal Director (Information, Publicity & Films) in the Directorate of Information & Publicity in the pay scale of Rs. 12000-375-16500 for a period of one year with effect from 1-7-2004. The expenditure on the post shall be debited to the

Budget Head — "2220, —Information & Publicity, 01 —Films, 001 —Direction and Administration, 01 —Department of Information and Publicity (Non-plan), 01 —Salaries."

Vikas Mardolkar, Under Secretary (Personnel).

Porvorim, 28th January, 2005.

### Notification

2/38/75-PER-(Vol. IV)

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa hereby makes the following rules, namely:—

#### 1. Short title, application and commencement.—

(1) These rules may be called the Goa State Civil Services (Maternity Leave) Rules, 2005.

(2) They shall apply to the female Government servants in Group 'A', 'B', 'C' and 'D' posts of Government of Goa.

(3) They shall come into force at once.

2. Maternity Leave.— (1) A female Government servant (including an apprentice) with less than two surviving children may be granted maternity leave by Head of Department for a period of 180 days from the date of its commencement. A female Government servant with less than two surviving

children, on adoption of a child, may also be granted maternity leave as aforesaid, provided age of an adopted child is less than two years.

(2) During such leave period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(3) Adoptive mother shall produce all the documents relating to adoption of a child along with leave application.

3. Cessation and Saving.— (1) On and from the date of coming into force of these Rules, the provisions of sub rules (1) and (2) of rule 43 and rule 43(B) of the Central Civil Services (Leave) Rules, 1972 shall cease to apply to all female Government Servants.

(2) Notwithstanding such cessation, anything done or any action taken including any order made, direction given or leave granted under the provisions of said sub rules (1) and (2) of rule 43 or rule 43 (B) of the Central Civil Services (Leave) Rules, 1972 shall be deemed to have been done, taken, made, given or granted under the provisions of these rules.

By order and in the name of the Governor of Goa.

Gurudas P. Pilarnekar, Joint Secretary (Personnel).

Porvorim, 24th January, 2005.